



OFFICE OF
INSPECTOR GENERAL

DEPARTMENT OF THE TREASURY
WASHINGTON, D.C. 20220

November 20, 2006

The Honorable John P. Higgins, Jr.
Chairman, PCIE Audit Committee
Department of Education
400 Maryland Avenue, SW
Washington, DC 20024

Dear Chairman Higgins:

I am pleased to inform the PCIE Audit Committee that the IGATI Curriculum Review Board (ICRB) has completed a review of the IGATI course titled *Editing Reports*. We found that federal auditors benefit from the course, although interest in the course has been low over the last 2 years. We believe that the power of the course lies with its potential to improve the report editing process at the organizational level; that is, when the course is delivered at an agency site or in conjunction with an agency conference where the attendees are of the same agency.

Enclosed is a copy of our final report prepared by the Acting Assistant Auditor General, Plans, Policy and Resources, Naval Audit Service.

If you have any questions, please call me on (202) 927-6516.

Sincerely,

/s/
Marla A. Freedman
Chair, ICRB

Enclosure

cc: Helen Lew, Chair
Federal Audit Executive Committee

Danny L. Athanasaw, Director
Inspector General Auditor Training Institute



DEPARTMENT OF THE NAVY
NAVAL AUDIT SERVICE
1006 BEATTY PLACE SE
WASHINGTON NAVY YARD, DC 20374-5005

14 Nov 2006

Ms. Marla A. Freedman
Assistant Inspector General for Audit
Department of the Treasury
1500 Pennsylvania Avenue, N.W.
Washington, DC 20220

Dear Ms. Freedman:

Subject: REPORT ON INSPECTOR GENERAL AUDITOR'S TRAINING INSTITUTE
(IGATI) REVIEW OF COURSE: EDITING REPORTS

This letter transmits the Communication Audit Group of the Inspector General Auditor's Training Institute (IGATI) School of Audit and Inspection Curriculum Review Board's final report on this subject.

The report contains one recommendation, with which IGATI agreed. We have included IGATI's response in the report.

We appreciate the courtesies extended to our staff. If there are any questions, please contact Mr. Dave Evans at (202) 433-5116 or me at (202) 433-5706.

Sincerely,

A handwritten signature in black ink, reading "Samuel E. Chason", is positioned above the printed name.

SAMUEL E. CHASON
Acting Assistant Auditor General
Plans, Policy and Resources

**Report of Inspector General Auditor's Training Institute (IGATI) Curriculum
Review Board
Review of IGATI Course:
Editing Reports
6 February 2006 and 31 March 2006**

Course Title: *Editing Reports*

School of Audit and Inspection Curriculum Review Board (SAICRB) Completed:

Naval Audit Service and the Office of the Inspector General (OIG) at the Department of Housing and Urban Development (HUD), 07 July 2006

Background:

The SAICRB reviewed IGATI's *Editing Reports* course to determine if the course was useful to Federal auditors.

According to the IGATI catalog, this course is designed to improve and enhance participants' skills in editing reports. The course topics were to include: the value of reports, levels of review, the use of quality standards to facilitate the editing process, the strengths and weaknesses of various editing styles, and coaching staff to prepare better quality reports.

According to the catalog, participants completing the course would be able to: understand what constitutes value in a report; understand the difference between reviewing reports for substance, readability, correctness, and style; understand the "dual purpose" review process, understand the differences between the various editing styles and when to apply each one effectively; know how to provide constructive feedback to motivate employees to become better writers; and know how to build pride of ownership throughout the editing process.

This catalog stated the course was beneficial for all supervisors, managers, and executives responsible for reviewing and editing reports.

The class is offered at the IGATI facilities in Rosslyn, VA and at sites chosen by specific groups. This is a one-day course granting 8 hours of continuing professional education for \$245.

The course was cancelled in 2005 and offered once in 2006 at the IGATI facilities, 06 February 2006. The HUD Regional Inspector General had the course taught at the New York regional office on 31 March 2006. We summarized the student comments from both classes and interviewed selected students based on availability.

ICRB Assessment:

Federal auditors benefit from this course. Its best audience is most likely homogeneous (e.g., those in a single office or entity that work together to produce reports). The last 2 years would indicate the course is not popular, as not many signed up for it. However, the power of the course lies with its potential to improve the report editing process at the organizational level. This is hinted at, but not emphasized in the catalog. Our sole recommendation for this course is to emphasize its potential to organizations and suggest they use it at their own meetings and conferences.

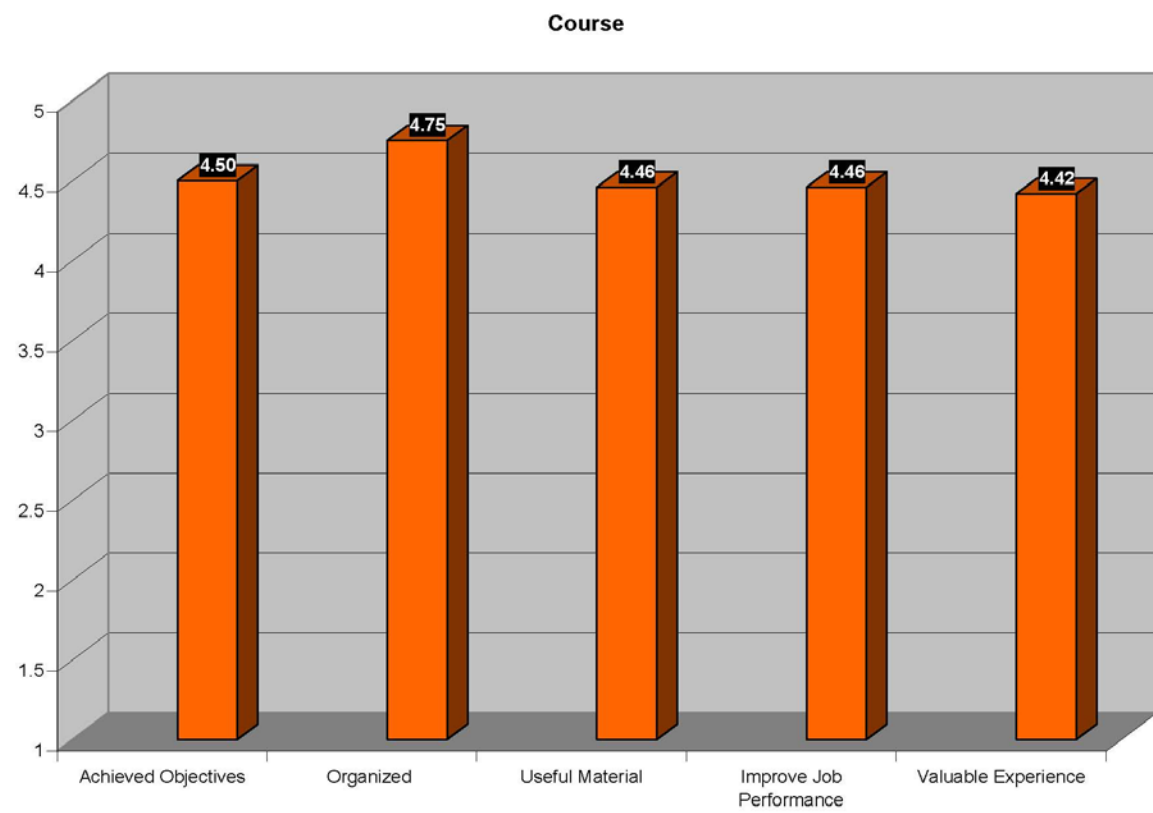
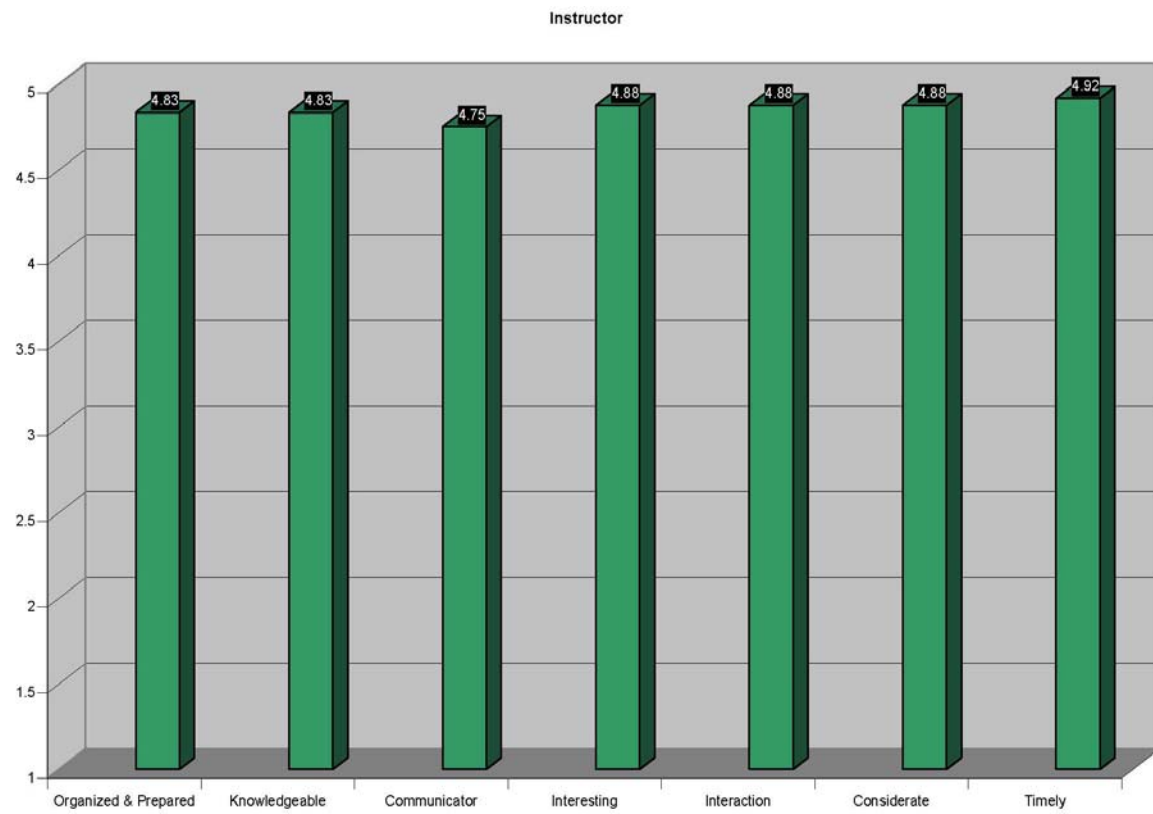
Course Materials:

To gain an understanding of the course content, we reviewed the course materials, and attended and actively participated, in the course. Our focus was to determine whether the material was: current, relevant to the course objectives, substantive, complete to address the course objectives, and useful as a “back at the office” reference resource.

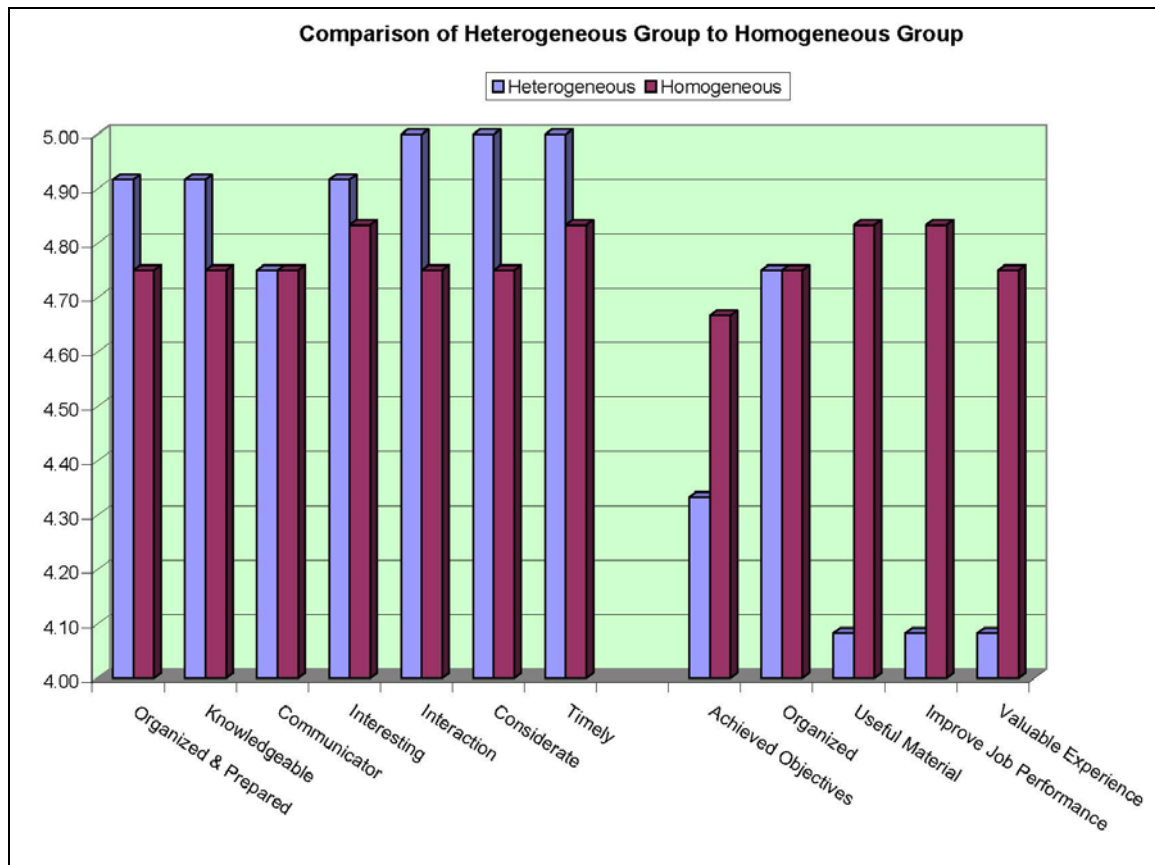
We found the course materials were appropriate and they received positive marks from the students.

Student Evaluations:

There were two classes in 2006: a heterogeneous class at the IGATI facilities in February and a homogeneous class at the New York regional office of the HUD OIG. The two classes rated the course highly. Those attending at IGATI gave an over-all rating of 4.65 and the HUD OIG group rated it a 4.77 out of a 5-point scale. The following tables show the instructor and course ratings.



As the previous charts show, both the instructor and the course received high marks. However, a difference between the two classes supports our belief that the course has more impact with a homogeneous group. The following table shows that the heterogeneous group rated the instructor higher, while the homogeneous group rated the course higher. The homogeneous group gave a higher overall rating than the heterogeneous group. In our view, the homogeneous group, while still giving the instructor high marks, related more to the course.



The heterogeneous group lacked commonality. These students were drawn from several organizations and backgrounds and were not all auditors. They all arrived with report samples that varied significantly in format, content, and authorship. The homogeneous group consisted of the in-charge auditors, their first-line supervisors who actually reviewed their reports, and their second-line supervisor who possessed report signature authority. Thus, this second group was not hindered by differences affecting the heterogeneous group. Various report formats, review chains, or issues encountered during the audits were not discussed. The homogeneous group had the distinct advantage of discussing problems pertinent to their specific circumstances and to actually discuss their own report editing process. In this instance, the homogeneous group was the New York Region of the HUD OIG. The students were the GS-13 Auditors In-Charge, the GS-14 Assistant Regional Inspectors General, and the GS-15 Regional Inspector General.

The catalog states that the course is beneficial for all supervisors, managers, and executives responsible for reviewing and editing reports. While true, its potential and impact are maximized when those supervisors, managers, and executives are of one entity.

Course Delivery:

Course participants' observations of instructor. One participant said: "...the instructor's knowledge and method of teaching were the strongest points because it kept me interested and hooked on learning the material." Another remarked: "I liked the course because the instructor had extensive experience as a government auditor and gave useful suggestion[s] for how to perform the editing and report process under a variety of circumstances." The success of this course is very much due to Laura McKray. She is an experienced auditor and has taught writing courses to a number of Federal auditors. This combination (experienced auditor plus knowledge of the Federal audit community) is important, if not essential, to the successful delivery of this course.

ICRB Recommendations:

IGATI should state in the catalog that to enhance the *Editing Reports* class, organizations should attend IGATI as a group or have the course taught at the organization's site or in conjunction with the organization's conference. For example:

Who Should Attend?

This course is beneficial for all supervisors, managers and executives responsible for reviewing and editing reports. To maximize the impact of this course, have IGATI provide it to your report writers and reviewers at your site or at your conference. This course has the potential to improve your organization's report packaging process when taught to those who work together to produce reports. This course is perfect for all auditors who write, review, and package audit reports.

The Inspectors General Auditor Training Institute

1735 N. Lynn Street • 10th Floor • Arlington, VA 22209

Phone (703) 248-4592 • Fax (703) 248-4587

October 19, 2006

Memorandum For: Dave Evans
Director, Human resources
Naval Audit service

From: Danny L. Athanasaw
Director
Inspectors General Auditor Training Institute (IGATI)

Subject: Inspectors General Auditor Training Institute
Response to Draft Report of ICRB Review of IGATI course:
Editing Reports

Thank you for the opportunity to review and respond to the draft report of IGATI's course titled *Editing Report*. IGATI's response to each of recommendations follows:

Recommendation 1: IGATI agrees with the recommendation.

IGATI will add into the FY 2007 catalog the annotation that the course can be taught at an agency's site or in conjunction with a conference.

Again thank you and your team members for the opportunity to comment on this report. I appreciate your time and energy involved in this review. I also believe this curriculum review project is necessary to improve IGATI's courses for the betterment of the OIG community.

If you have any questions or further concerns, please contact me at (703) 248-4589.